Roles and Responsibilities for the Renovation and Relocation Process

OSFM Responsibilities:

Chief, Facilities Planning Branch

1. Provide the ARCs and Divisions with a current list of OSFM staff and their areas of responsibilities.

2. Interact with the Division Directors and ARC Managers on global project progress and costs, and notify them when there are problems with individual projects, **when necessary**.

3. Oversee the development of space assignments and space blocking plans for upper management approvals. Initiate dialog with those affected prior to final decision. Set realistic timeframes.

4. Oversee the development and implementation of the NCI Master Plan

5. Analyze and report on all NCI space.

6. Orchestrate the development of the NCI space database developed by NIH.

7. Manage all space disputes. Contact ARC Managers to review information.

8. Promptly address all concerns related to problems with the development of the design and execution of construction.

9. Approve costs and accurate cost estimates presented to NCI upper management for funding approval.

10. Review and make recommendations to NCI upper management on Division space requests.

11. Gather proper information and prepare the space justification document for approval. Send document to ORS for consideration after request for new space acquisition has been approved.

12. Manage the leasing requests.

13. Accept the design and construction on behalf of the NCI.

14. Distribute all EP and 6116 parking and building access cards. Strive to make the system as smooth and quick as possible.

15. Complaint department. Involve ARC Manager if significant problem is identified.

16. Assign projects and oversee individual OSFM Project Architect.

17. Oversee all design and construction progress.

18. Recommend acceptance of all design and construction to the OSFM Associate Director.

19. Develop the NCI Master Plan.

20. Develop the NCI Space database and independently keep it up to date based on knowledge of ongoing projects and plans.

21. Develop all construction schedules.

22. Responsible for maintaining those schedules and notify affected areas if the schedule changes.

23. Track and control all project budgets and costs as well as expenditures and notify affected areas if costs change. Provide an accurate and up to date spreadsheet explaining all costs.

Project Architect (Jeff, Jorge & Anil) Manage the following efforts:

1. Individual projects as assigned.

2. Initiate initial planning meeting with the program/branch contact, and ARC.

3. Develop accurate budget cost estimates and keep program/branch notified if cost changes occur and why.

4. Develop and analyze (including computation and cost estimates) space blocking plans and options for upper management approval.

5. Individual Design and Construction contracts.

6. Develop the Program of Requirements.

7. Design development process.

8. Interact with the program/branch contact during the design process for interpretation of design requirements.

9. Construction efforts.

10.   Oversee and develop the construction punch list.

11.   Complete punch list items in a timely manner and hold vendors accountable.

12.   Assist the program/branch contact in the development and design of a furniture plan and options.

13.   In a timely manner, develop accurate cost estimates related to program initiated changes.

14.   Take minutes of each design and construction review and progress meeting when it is not done by the Architect contractor and distribute for comment, and record as a record document.

15.   Chair and schedule all progress and review meetings for design and construction.

ARC Responsibilities:

1.   Work with the program/branch to review the renovation request and handyman projects exceeding $5,000.

2.   Work with the program/branch to identify the individual(s) responsible for representing the program/branch to determine specific space and space related requirements.

3.   Work with the program/branch contact to submit the work assignment.

4.   Review and sign any document related to budget issues.

5.   Represent the Division when agreeing to any schedule related change that affects more then one program/branch.

6.   Review request for parking cards and forwards to OSFM. Keep the list up to date with staff changes.

7.   Approve key requests and collect unused keys.

8.   Insure program/branch contact is fulfilling their duties.

Program/Branch (or organizational unit) having renovations - Responsibilities:

1.   Work with the ARC to review the renovation request and determine budget limits. (If applicable).

2.   Identify a "contact" that will represent the program/branch for all space related requirements.

3.   Submit the work assignment to the ARC.

4.   Attend all space meetings with OSFM and designer. Invite others to attend these meetings as necessary.

5.   Bring options/information back to the program/branch for agreement/resolution. If the budget estimate will be affected, notify the ARC immediately.

6.   Represent the program/branch in decisions related to the work assignment.

7.   Represent the program/branch in presenting the project scope to OSFM and have sign off authority on program requirements and design. If the Division will be affected, then someone from the ARC will attend.

8.   Liaison between the program/branch and OSFM.

9.   Responsible for timely responses and decisions related to the project.

10.   Meet with OSFM if schedule changes occur and agree to alternative options.

11.   Represent the program/branch in furniture selections and color related issues.

12.   Coordinate phone and data line decisions.

13.   With OSFM, arrange for construction "walk throughs" and progress review meetings with the construction manager.

14.   Single point of contact for the Contract Move Manager.

15.   Coordinate the program/branch during the move and move process.

16.   Accept the completed construction work on behalf of the program/branch to OSFM.

17.   Work with OSFM and the construction manager to collect and coordinate any related punch list items.

18.   Submit parking card list to the ARC in a timely manner.

19.   Prepare request for keys, distribute them, and return unused keys to the ARC.

Division Responsibilities:

1.   The Division will be responsible for overall equity within the Division and strategic planning.

2.   Notify OSFM of future plans and/or space needs in advance.

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Changes to NCI Facility Spaces
Roles and Responsibilities
Guiding Principles for Construction and Interactions with OSFM:

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OSFM: For every renovation project, irrespective of size and scope, provides an expert in design and construction to serve as the Project Manager. The Project Manager serves as the single point of contact for the ARC and scientific program staff. S/he coordinates all aspects of design and construction, including budget development and tracking within NCI cost principles, funding, design standards and options, scheduling, and relocation logistics, such as signage, off-site storage, and telecommunications. OSFM also provides a clear procedure to resolve problems that cannot be resolved through the Project Manager.

ARC Manager or Representative: Serves as the primary liaison between OSFM and the program area. Responsible for approval of all scope of work for all projects, irrespective of size and scope. Approves any/all expenditure of Division/Program funds. Attends all project meetings to facilitate progress, resolve differences across Division components, monitor customer needs and satisfaction and ensure equity across Division. Represents the Division Director on issues of strategic planning. Determines the location of occupants and other issues relating to equity and uniformity across the Division.

Program Representative: Serves as primary liaison between OSFM and employees of his/her Program. Communicates Program's project requirements, represents Program's interests in decisions of design, logistics and construction, and communicates critical project information to program staff.